

DUTY STATEMENT

DEPARTMENT OF STATE HOSPITALS – PATTON

JOB CLASSIFICATION: AUTOMOBILE MECHANIC
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1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Responsible for maintaining the safe and reliable operation of the hospital's State-owned vehicles by performing the required maintenance, diagnostic testing, and relevant corrective measures; ensuring the proper organization and preservation of the Motor Pool's on-site garage where the vehicles are serviced; and performs other duties as required.

- 75%
 - Provides maintenance and repairs to the hospital's fleet vehicles such as tire and alignments, battery and spark plug replacements, oil changes, brakes jobs, tune-ups, etc.
 - Performs diagnostic testing to determine the necessary and appropriate repairs.
 - Ensures the timely completion of vehicle repairs to prevent delay or interruption of hospital services.
 - Sustains the proper operation of the Motor Pool garage.
 - Practices the safe operation and care of automotive shop equipment, tools, and machinery used in the Motor Pool garage.
- 15%
 - Assists the Automotive Pool Manager in ordering and inventorying automotive parts and maintaining records and reports on all vehicles.
 - Advises in the appropriate selection and storage of automotive parts.
 - Maintains the environmental standards of each vehicle to ensure smog certifications are renewed when required.
- 10%
 - Maintains good communication with all levels of hospital staff.
 - Works independently with little or no supervision and/or as a team with other co-workers.

2. SUPERVISION RECEIVED

Under the direct supervision of the Automotive Pool Manager II.

3. SUPERVISION EXERCISED

None.

4. KNOWLEDGE AND ABILITIES

Knowledge of:

Methods, tools, materials, and equipment used in repairs, adjustments, preventive maintenance, and safety of vehicles; modern automotive technology; and the selection and storage automotive parts and equipment.

Ability to:

Operate machine and tools used in automotive repair; inspect automotive equipment and locate defects; estimate costs of repairs; store a supply of vehicle parts; keep records and make reports; follow oral and written directions; analyze situations accurately and take effective action; advise and instruct vehicle operators the proper operation and servicing of their equipment.

5. REQUIRED COMPETENCIES

Infection Control

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

Sexual Harassment

Awareness of issues to be avoided to provide a good working environment.

Fire, Life, And Safety

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

Special Incident Report (SIR)

Complete documentation as required for special incidents

Therapeutic Strategic Intervention (TSI)

Applies and demonstrates knowledge of correct methods in TSI.

Cultural Awareness

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

Site Specific Competencies

Maintain a safe work environment; possess good communication skills; work independently and meet deadlines with short notices; and complete Defensive Driving course every 4 years.

Technical Proficiency

Skilled in mechanical repairs and adjustments.

6. LICENSE OR CERTIFICATION

Possession of a valid California Driver License, Class C, and completion of a recognized apprenticeship as an Automobile Mechanic or an equivalent reputable degree or certificate.

7. TRAINING

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and able to safely perform their essential job functions.

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Employee is required to:

- Report to work on time and follow procedures for reporting absences.
- Maintain a professional appearance.
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients, and the public.
- Comply with hospital policies and procedures.

_____ Employee Signature	_____ Print Name	_____ Date
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_____ Supervisor Signature	_____ Print Name	_____ Date
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_____ Reviewing Supervisor Signature	_____ Print Name	_____ Date
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